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19 FEB 1970

MEMORANDUM FOR: Chief, Planning Staff
✓ Chief, Building Planning Staff
Chief, Supply Division
Chief, Real Estate and Construction Division
Chief, Logistics Services Division
Chief, Printing Services Division
Chief, Procurement Division

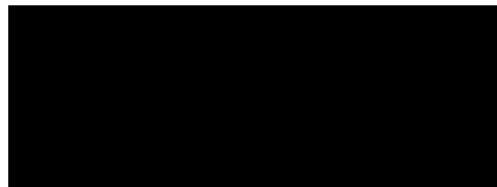
SUBJECT : Registration for Training Courses

1. The following note to Training Officers was included in the Instructional Support Staff (ISS) Weekly Newsletter dated 11 February 1970.

By direction of the Director of Training, all course registrations will be closed one week (five working days) prior to the beginning of a course. Excepted are those courses which require an even earlier closing of registration because of pre-course requirements. Under this procedure, lack of minimum enrollment will be established a week before the class starts. This should lessen the problem of cancellation for those already enrolled, and it will allow more time to work out an alternative. This rule is effective with all courses beginning 2 March 1970.

2. Compliance with this requirement will necessitate receipt of Requests for Internal Training, Form 73, in this office at least 10 days prior to starting date of course concerned.

STATINTL



OL/Training Officer

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